

# City Of Elyria

## Proclamation Guidelines

### General Information

Proclamations are public declarations and/or official announcements issued by the Mayor. Proclamations are ceremonial in nature, and are generally issued for public awareness, charitable fundraising campaigns, art and cultural celebrations and for special honors. The Mayor's Office reserves the right to modify or deny any proclamation requests.

### Proclamation Request Form

Requests are to be submitted on the Proclamation Request form and must be completely filled out. Incomplete Proclamation Request forms will be returned to the sender for completion and will need to be resubmitted which will delay processing. Proclamation Request forms should be received in our office three (3) weeks in advance of the date needed.

The sender will be contacted to pick-up the Proclamation in the Mayor's Office upon completion.

Any questions may be directed to the Mayor's Office at 440-326-1404

## PROCLAMATION INFORMATION

Requestor's Full Name: \_\_\_\_\_

Email Address or Home Address (include City, State and Zip Code):

\_\_\_\_\_  
\_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Date Proclamation Is Needed By: \_\_\_\_\_

Name of the Person to be Proclaimed: \_\_\_\_\_

“Whereas” Clauses - **REQUIRED**

Highlights, summary of achievement, awards received and background information about the person or event to be proclaimed is REQUIRED

Provide draft text for 4-6 “WHEREAS” clauses in the space provided on the next page. This information is necessary to ensure that the person/event is appropriately honored or highlighted.

“WHEREAS” clause suggestions include, but are not limited to, the date and place of birth, family details, educational background, affiliations, awards, interests, hobbies, accomplishments, volunteer activities, milestone details, reasons for the proclamation, business achievements, etc.

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WHEREAS, \_\_\_\_\_  
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WHEREAS, \_\_\_\_\_  
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WHEREAS, \_\_\_\_\_  
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WHEREAS, \_\_\_\_\_  
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We will do our best to include as much of the information provided within the Proclamation.